2020 DESE / MSPMA FREE SUMMER WORKSHOPS

**The pre-enrollment form should be completed and returned as soon as possible to program coordinator cwousn1990@gmail.com: Richard Jones 1055 E. Lakota Street Nixa, Mo. 65714 email form:** (Each person registering can sign up for one class, circle attending class, for additional names add on separate sheet).

NAME OF SCHOOL DISTRICT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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CONTACT PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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EMAIL/FAX NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Each person registering can sign up for one class/ circle attending class, for additional names add on separate sheet, circle class attending.)

NAME: FIRST LAST \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Housekeeping \_\_\_\_\_\_\_ Maintenance\_\_\_\_\_\_\_\_\_ HVAC\_\_\_\_\_\_\_\_ Supervision\_\_\_\_\_\_\_\_\_

NAME: FIRST LAST \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Housekeeping \_\_\_\_\_\_\_ Maintenance\_\_\_\_\_\_\_\_\_ HVAC\_\_\_\_\_\_\_\_ Supervision\_\_\_\_\_\_\_\_\_

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Housekeeping\_\_\_\_ Maintenance\_\_\_\_\_\_\_\_\_ HVAC\_\_\_\_\_\_\_\_ Supervision\_\_\_\_\_\_\_\_

For more information about the workshops, please contact Richard Jones by email. cwousn1990@gmail.com or by telephone (417) 300-3202

**Maintenance and Repair**  Consists of a two (2) day period of lecture and “hands-on” class participation that cover various aspects of the maintenance technician’s discipline. Opportunities to learn and apply basic electrical skills, troubleshooting procedures and schematic diagram interpretation are just a few of the aspects of the maintenance and repair program that are provided to all who are enrolled. Safety and personal protective equipment (PPE) utilization is emphasized.

Participants of the class are provided with all materials necessary to participate in the class at no charge. Opportunities to see and use some of the latest state of the art equipment and tools are also provided. This class allows the participants a “hands-on” training experience, as well as, a chance to expand their professional problem-solving network by creating a means to share the challenges faced every day by the typical support staff member with others who have had similar challenges and experiences.

**Supervision**  An effective supervisor training program is crucial because a bad supervisor or even a bad decision by an otherwise good supervisor has haunted countless employers, whether it comes in the form of lower employee productivity or employee lawsuits.  
The following outlines the two- day Department of Elementary and Secondary Education / Missouri School Plant Managers Association (DESE/MSPMA) two- day summer workshops.

We will discuss:  
Hiring, Training, Evaluations and Termination of employees Dealing with difficult employees  
Problem solving  
Sexual Harassment  
Open Forum  
Conduct performance reviews  
Discipline employees  
Handle challenging employees  
Conduct effective meetings  
Motivate employees

**HVAC Workshop Training**  Focus on basic controls/principals of energy conservation/building systems/energy conservation through building control systems/operation hours and human habits.  
Basic Controls: An explanation on the capability and advantages of using controls for HVAC.

Examples and differences will be discussed with students in local and remote-control systems, basic refrigeration and the importance of regular maintenance will prepare users to recognize issues before they become problems.

Principles of energy conservation: Provide information that will help personnel improve the energy savings through good daily practices within the school properties as well as carrying the habits into their homes. This topic touches on led lighting, summer shutdowns and building inspections. Building systems: The first step to understanding how a system works. This topic will identify the different types of units that can be found on any campus. An understanding of how the units operate helps users identify when the unit requires technical support.

Energy conservation through Building control systems: This topic will explain the benefits of new and pre-existing building systems capability for lighting and HVAC scheduling including hardware installed and planning.  
Operation hours and human habits: Provides ideas for handling and improving situations that arise when energy management is new to a schoolhouse environment. Al so how to foresee and plan for events that are both scheduled and nonscheduled.

**Custodial/Housekeeping**  A two-day period of lecture and “hands-on” class participation covering the day to - day activities of a typical Custodian in an educational setting.  
The program is designed for front line custodians and teaches basic and advanced skills in all areas of education building cleaning.

Teach best practices to your custodial staff and ensure your operation has minimal environmental impact.  
Best Practices for Customer Service and professional interaction with customers, associates and visitors. Best Practices for Chemical Safety.  
Best Practices for Carpet Care, including chemicals, equipment and procedures.  
Current Standards and Best Practices for Restroom Care & Shower Room Care, including chemicals, equipment and procedures.  
Current Standards and Best Practices for Disinfection, including Bloodborne Pathogens Asbestos awareness.